

SAMPLE
CHECKLIST FOR **CONTRACTORS**
ON MUNICIPAL PUBLIC WORKS CONTRACTS

- _____ ATTEND PRE-BID MEETING (IF APPLICABLE)
 - _____ DISCUSS ANY PARTS OF THE CONTRACT THAT REQUIRE SPECIAL MATERIALS, EQUIPMENT, OR INSTALLATION THAT CANNOT BE SUBCONTRACTED (E.G. SPECIALIZED MEDICAL EQUIPMENT THAT CAN BE INSTALLED BY SPECIFIC COMPANIES ONLY)
- _____ COMPLETE NON-DISCRIMINATION AFFIDAVIT FORM (FOUND ON THE OPM WEBSITE)
- _____ SUBMIT NON-DISCRIMINATION AFFIDAVIT TO CHRO
- _____ SUBMIT BID DOCUMENTS (BE SURE TO READ CHRO LANGUAGE AND SET-ASIDE REQUIREMENTS)
(Complete the Notification to Bidders/Contract Compliance Monitoring Report and include with bid documents)

SELECTED CONTRACTOR

FOR PROJECTS GREATER THAN \$50,000 BUT LESS THAN \$500,000 IN STATE FUNDS

- _____ REVIEW AWARD NOTICE FROM MUNICIPALITY AND FOLLOW INSTRUCTIONS;
 - _____ IF CONTRACTOR HAS LESS THAN 50 EMPLOYEES SUBMIT A SET-ASIDE PLAN TO CHRO WITHIN 30 DAYS OF EXECUTION OF CONTRACT
 - _____ CONTRACTORS WITH 50 OR MORE EMPLOYEES SHALL FILE AN AFFIRMATIVE ACTION PLAN WITHIN 30 DAYS OF THE EXECUTION OF CONTRACT

FOR PROJECTS GREATER THAN \$500,000 IN STATE FUNDS

- _____ REVIEW THE INTENT TO AWARD NOTICE FROM MUNICIPALITY AND FOLLOW INSTRUCTIONS;
 - _____ SUBMIT AN AFFIRMATIVE ACTION PLAN TO CHRO PRIOR TO AWARD OF CONTRACT
 - _____ RECEIVE APPROVAL OF AFFIRMATIVE ACTION PLAN PRIOR TO AWARD OF CONTRACT

FOR PROJECTS GREATER THAN \$20 MILLION IN STATE FUNDS

- _____ REVIEW THE INTENT TO AWARD NOTICE FROM MUNICIPALITY AND FOLLOW INSTRUCTIONS;
 - _____ CONSTRUCTION MANAGER AT RISK OR GENERAL CONTRACTOR MEETS WITH CHRO TO DEVELOP STRATEGY FOR INCLUSION OF SMALL AND MINORITY SUBCONTRACTORS
 - _____ DEVELOP BID PACKAGES
 - _____ SUBMIT AN AFFIRMATIVE ACTION PLAN TO CHRO PRIOR TO AWARD OF CONTRACT
 - _____ RECEIVE APPROVAL OF AFFIRMATIVE ACTION PLAN PRIOR TO AWARD OF CONTRACT

OTHER FILING REQUIREMENTS

- _____ SEND A COPY OF A LETTER OF TRANSMITTAL TO THE MUNICIPALITY TO CONFIRM AN AFFIRMATIVE ACTION PLAN OR SET-ASIDE PLAN WAS FILED WITH CHRO
- _____ FILE MONTHLY REPORTS AS REQUIRED

- _____ MONTHLY EMPLOYMENT UTILIZATION REPORT
- _____ MONTHLY SBE/MBE STATUS REPORT
- _____ MONTHLY MATERIALS CONSUMPTION REPORT

_____ CLOSE OUT DOCUMENTS

- _____ RESPOND TO REQUEST FOR CLOSEOUT DOCUMENTS FROM CHRO
- _____ SUBMIT CUMULATIVE EMPLOYMENT UTILIZATION REPORT – END OF PROJECT
- _____ SUBMIT FINAL SBE/MBE STATUS REPORT
- _____ SUBMIT LIEN WAVERS
- _____ LETTER OF SUBSTANTIAL COMPLETION (WHEN APPLICABLE)